

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, Georgia		<b>2. POSITION NUMBER</b> (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCS for Prof. Work in the GS-0400, 9/05; PCS for Prof. Work in the GS-0800, 11/08; PCS for Prof. Work in the GS-1300, 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	* Environmental Engineer	GS	* 0819	13	001
4. Supervisor's Recommendation	Env. Eng/Life Scientist/Physical Scientist	GS	0819/1301/	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE (b) (6)			
7. ORGANIZATION (Give complete organizational breakdown)		c. Air Permits Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g.			
c. Air, Pesticides & Toxics Management Division		h. Employing Office Location Atlanta, Georgia			
d. Air Planning and Implementation Branch		i. Organization Code TEAB0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
(b) (6)		(b) (6)			
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate MBI <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination		f. Functional Classification Code			
<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Executive		42			
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
1050		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (10 % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		Laura Jones	
j. Date					
1/8/15					
11. REMARKS					
Interdisciplinary, classifiable as Biologist, GS-0401; Environmental Engineer, GS-0819; or Physical Scientist, GS-1301.					

Updated the Additional Job or Organization Specific Responsibilities section on 3/10/16. -BD

## PERMIT SPECIALIST

Environmental Engineer/Physical Scientist/Life Scientist

GS-0819/1301/0401-13

### Position Summary

As Senior Air Permit Specialist you will:

- Prepare air permits for complex sources (issuance, reissuance, and modification), where state, local or tribal agencies have not been delegated permit authority
- Where permit authority has been delegated, review extremely complex, critical, or politically sensitive air permits proposed by state, local, or tribal agencies
- Provide technical expertise and regulatory rationale for air permit conditions at all stages (draft through appeals)
- Negotiate complex air issues with Operators and interested parties to resolve permit requirements
- Provide expertise and authoritative support in defense of technical and legal challenges to air permits
- Provide advice to state, local or tribal program managers on new developments and criteria during air permit program review and/or implementation, including regulatory, policy, and technical requirements, application process, and issuance strategies
- Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local or tribal Title V programs to ensure proper implementation

### Major Duties and Responsibilities

DUTY 1: 50%

Where state, local, or tribal agency has not been delegated authority to prepare air permits for facilities (issuance, reissuance, and modification), represent the regional office in establishing criteria for the most significantly complex or critical air permits. Review permit applications, conduct technical evaluations, write fact sheets, and draft permit conditions, identifying any technical, policy, procedural, or regulatory discrepancies. Develop air permit requirements (using models, if appropriate) and negotiate conditions, and provide technical expertise and regulatory rationale for permit conditions at all stages (draft through appeals). Write public notices and represent EPA policy/permit requirements at stakeholder meetings with regards to air permitting.

Represent EPA at public hearings and community meetings with a high degree of public and congressional interest on proposed air permitting actions. Negotiate complex issues with Operators and interested parties to resolve permit requirements. Respond to public comments involving controversial or politically sensitive actions or decisions. Prepare final permits and permit modifications for issuance, assuring technical and legal integrity.

AND/OR

Where state, local, or tribal agency has been delegated permit authority, serve as technical expert and authoritative agency representative to review extremely complex or critical air

permits, and develop, evaluate, and/or oversee permit programs. Serve as regional resource on availability of new technology, models and/or existing parameters. Provide authoritative advice on the interpretation and application of air permit program policies, guidelines, and regulations to the state, local or tribe for implementation. Provide advice to state, local or tribal program managers on new developments and criteria concerning air permit program review and/or implementation, including regulatory, policy, and technical requirements, application process, and issuance strategies. Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local or tribal air programs to ensure proper implementation. Serve as regional resource for review of extremely complex air permits proposed by state, local or tribal agencies for adequacy and accuracy. Identify deficiencies (if any) and recommend controversial or politically sensitive actions on permit issuance and related compliance/enforcement matters.

KSAs: 1, 2, 3, 4, 5, 6

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#### DUTY 2: 25%

Provide authoritative technical advice and support to state, local or tribal agencies regarding technical and/or scientific criteria and methods; implementation requirements; and impacts of air pollutants. This requires in-depth technical evaluations and may involve developing innovative and unique limits and controls to protect affected communities. May also perform one or more of the following: Review, assess, and provide comments and instructions to ensure technical documents are legally defensible; prepare technical evaluations and make recommendations for installation of state-of-the-art design and air pollution-control technology or techniques; develop state, local or tribal air permit issuance strategies and oversee work plan development; track the status of permits in relation to annual commitments; review and evaluate draft national guidance and policy on behalf of the regional office, and provide comments and insights which are generally accepted within the framework of national program requirements; provide expert guidance and authoritative consultation with state, local or tribal program officials, and/or plan, develop, and conduct highly specialized training on air permitting.

KSAs: 3, 4, 5, 6

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#### DUTY 3: 20%

Resolve critical, politically sensitive, and highly complex issues related to air permit requirements and defend air permits against legal challenges, along with Office of Regional Counsel (ORC). As regional expert, negotiate with Operators and other interested parties to resolve issues related to highly sensitive and controversial permit requirements, and provide authoritative support to defend technical and legal challenges. Provide expert consultation and advice to ORC on formal information requests. Serve as a technical authority in reviewing responses to determine technical sufficiency, and recommend further actions as appropriate.

Prepare and present expert testimony during public hearings, evidentiary hearings, court trials, and depositions for highly controversial legal cases. Typically undergoes extensive cross-examination by highly sophisticated legal counsel and their expert consultants. The employee's testimony is generally central to settlement discussions. Where state, local or tribal agency has been delegated permit authority to prepare permits for facilities, serve as technical expert and authoritative agency representative as needed to assist state, local, or tribal agency officials defend air permits against legal challenges.

KSAs: 4, 5, 6

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#### DUTY 4: 5%

Serve as agency spokesperson for responding to air permit inquiries. Ensure communities, elected officials, and other interested parties are informed of EPA actions and positions concerning the interpretation and application of air permit requirements. Respond to inquiries from the press, Congressional staff, or state and local officials, and/or Freedom of Information Act (FOIA) requests from the public involving controversial, politically sensitive, and highly complex technical air issues. Serve as agency representative during community meetings involving concerned citizens, which may include residents from underserved or low-income communities, to explain and respond to questions or concerns on the release of chemicals and other air pollutants, environmental impacts, technical/regulatory requirements, and plans for mitigating air impacts. Where state, local or tribal agency has been delegated permit authority to prepare air permits facilities, serve as technical expert and authoritative agency representative as needed to assist state, local, or tribal agency officials explain and respond to questions or concerns from communities.

KSAs: 3, 5, 6

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#### Additional Job or Organization Specific Responsibilities (Optional):

1. Conduct Title V program reviews with assistance from state/local contact and NSR expert.
2. Ensure Title V ACS commitments are being met.
3. Instruct junior staff on how to review TV permits and how to comment back to the state/local agency including when to object to a permit.
4. Serve as Title V expert as staff, public, state/locals, etc have questions.
5. Serve as lead permit writer for EPA Region 4 issued permits such as Outer Continental Shelf and Liquefied Natural Gas permits.

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## RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

### Technical:

1. Expert knowledge of professional environmental engineering/physical science and/or life science concepts, principles, and practices to prepare air permits for controversial and politically sensitive facilities (issuance, reissuance, and modification);
2. Knowledge of air pollution-control technology or air models to develop or review air permits which mitigate impacts and ensure protection of the environment;
3. Skill in identifying and resolving complex air pollutant discharge problems requiring possible use of innovative and state-of-the-art technology or models.

### Programmatic:

4. Expert knowledge of air permit regulations and agency policies;

### Oral Communication:

5. Skill in presenting technical/scientific information to a variety of individuals and groups including state, local, or tribal agency officials, and private citizens from communities negatively impacted by release of chemicals or other pollutants;

### Written Communication:

6. Skill in writing public notices, comments on technical documents, and permit guidance or policies.

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## FACTOR LEVEL DESCRIPTIONS

### Factor 1, Knowledge Required by the Position Level 1-8, 1550 points

Mastery of advanced concepts, principles, and practices of professional engineering, physical sciences, or life sciences to:

- 1) Serve as a technical expert in resolving uniquely complex, politically sensitive, and controversial technical problems associated with the development and/or review and evaluation of air permit applications;
- 2) interpret and evaluate unique and highly complex air permit applications and reports prepared by other engineers, scientists, and state/local agency personnel to solve novel or extraordinary problems, and develop new approaches for use by other agency stakeholders where specific agency guidance is lacking;
- 3) Perform highly complex technical calculations to establish air permit limits for air pollutants of national concern; and

4) Serve as a technical authority to provide consultative advice and guidance concerning a full range of technical problems, issues, analyses and remedies pertinent to reduction of emissions or discharges involving use of innovative and state-of-the-art technology and/or models.

Factor 2, Supervisory Controls Level 2-4, 450 points

The supervisor outlines overall goals, objectives and available resources. The supervisor and incumbent, in consultation, develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most conflicts that arise, and keeps the supervisor informed of far-reaching implications and potentially controversial concerns. Completed work is reviewed for overall approach, effectiveness in meeting requirements, and feasibility of recommendations.

Factor 3, Guidelines Level 3-4, 450 points

Guidelines and precedents, such as federal statutes, policies, and regulations, are often insufficient and inapplicable to the assignment. Guidelines have gaps in specificity and require considerable interpretation for application. Some permitting policies and precedents have been established in the course of EPA's work, but they may be inadequate in addressing particular permitting problems. The employee is required to use resourcefulness, initiative, and judgment to deviate from or extend traditional permitting policies and precedents, in order to solve problems.

Factor 4, Complexity Level 4-5, 325 points

The range of assignments includes complex and controversial air permitting actions. These actions require the permit specialist to address a wide variety of technical, legal, and policy issues. The work requires the application of many different and unrelated processes and methods applied to a broad range of air permitting activities and the associated technological aspects. The incumbent makes decisions about what needs to be done amidst conflicting objectives and scientific requirements, unique situations, inconclusive variables and data, changes in regulations, and agency objectives. These projects also require the permit specialist to work effectively with other EPA staff in a team environment. The incumbent uses judgment and ingenuity to evaluate the applicability of new technology, models, and/or applications, and to advocate strategies and actions to resolve controversial or conflicting issues.

Factor 5, Scope and Effect Level 5-5, 325 points

The purpose is to serve as a technical authority to protect human health and the environment through implementation and/or review of an air permitting program, and plan, review, negotiate, and make decisions regarding the most complex and controversial applications under the air permit program. The incumbent provides expert advisory services to state, local or tribal agencies covering a broad range of engineering and scientific activities involving critical problems that may arise, and exploration of the means and methods by which these problems may be resolved. These decisions and actions may lead to possible litigation against major industrial concerns. Results of the employee's efforts affect the work of other scientific or

engineering experts both within and outside the agency and may be national or international in scope and impact, or affect the development of major aspects of agency scientific and engineering programs.

Factors 6 & 7: Contacts and Purpose of Contacts Level 3C, 180 points

Personal contacts include scientists, engineers, and other subject matter specialists, administrators, and other representatives from federal, state, local, and/or tribal government agencies. Contacts also include industry representatives, manufacturers' representatives, private engineering firms, scientific organizations; environmental groups, community groups, and scientists, engineers, managers and attorneys at EPA Headquarters and regional offices.

The purpose of contacts is to persuade other engineers, scientists, managers, and attorneys to adopt technical points and methods, negotiate agreements with agencies where there are conflicting interests and opinions, or justify the feasibility and desirability of work proposals to top agency officials. The purpose also includes explaining permitting proposals and decisions, providing technical assistance, problem-solving, and sharing technical information with uncooperative or skeptical audiences.

Factor 8, Physical Demands Level 8-1, 5 points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9, Work Environment Level 9-1, 5 points

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

Total Points: 3,290



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name:		This position has no extramural resources management responsibilities.	
Position Number:	10	Total extramural resources management duties occupy less than 25% of time.	
Title:	(b) (6)	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.	
Series/Grade:		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.	
0819/1301			
Grade 13			
Organization:			
<b>When this checklist is used as an amendment to a position description, the following signatures are required:</b>			
Supervisor's Signature:	(b) (6)		
Personnel Specialist's Signature:	<i>Paula Gorn</i> Date: 1/8/2015		
<b>Part 1. Contracts Management Duties</b>			
<b>Pre-award:</b>			
<input type="checkbox"/> Plans procurements		<input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award	
<input type="checkbox"/> Estimates costs		<input type="checkbox"/> Defines scope of work for work assignments	
<input type="checkbox"/> Obtains funding commitments		<input type="checkbox"/> Approves payment requests of ACH drawdowns	
<input type="checkbox"/> Prepares procurement requests		<input type="checkbox"/> Manages cost-reimbursement contracts	
<input type="checkbox"/> Writes statements of work		<input type="checkbox"/> Reviews invoices	
<input type="checkbox"/> Reviews statements of work		<input type="checkbox"/> Inspects and accepts deliverables	
<input type="checkbox"/> Processes unsolicited proposals		<input type="checkbox"/> Other (list)	
<input type="checkbox"/> Responds to pre-award inquiries			
<input type="checkbox"/> Participates in pre-award conferences		<b>Close-out:</b>	
<input type="checkbox"/> Conducts technical evaluation of proposals		<input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed	
<input type="checkbox"/> Participates in debriefing/protests		<input type="checkbox"/> Reconciles payments with work performance	
<input type="checkbox"/> Other (lists)		<input type="checkbox"/> Closes-out payments	
<b>Post-award:</b>			
<input type="checkbox"/> Prepares delivery orders		<input type="checkbox"/> Performs cost accounting	
<input type="checkbox"/> Reviews contractor work plans		<input type="checkbox"/> Provides assistance to Contracting Officer in settling claims	
<input type="checkbox"/> Reviews contractor progress reports		<input type="checkbox"/> Other (list)	
<input type="checkbox"/> Monitors government-furnished property			
<input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award		<b>Percentage of Time Spent on Contracts Management:</b>	
		%	

*Continued*



## Part 2. Grants/Cooperative Agreements Duties

<b>Pre-application/Application:</b>		Advises Grants Management Office (GMO) of potential problems/issues
Prepares solicitation for proposals		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Identifies potential grantees for area of program emphasis		Approves payments requests or ACH drawdowns
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Reviews requests for modifications, additional funding, etc., and makes recommendations to GMO
Provides administrative information to applicants		Negotiates amendments
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Assists applicant in resolving issues in application		When necessary, recommends termination of the agreement
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Resolves with Grants Management Office administrative and financial issues
Negotiates level of funding	x	Conducts periodic reviews to ensure compliance with agreement
Conducts site visits to evaluate program capability		Other (list)
Serves as resource to Selection Panel		
Informs applicants of funding decisions		
Other (list)		
<b>Award:</b>		<b>Close-out:</b>
Prepares funding package, including Decision Memorandum		Certifies deliverables were satisfactory and timely
Obtains concurrences/approvals		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Reviews/concurs in completed document		Reconciles payment with work performed
Establishes project file		Notifies recipient of close-out requirements
Other (list) Reviews competition process for considering		Obtains legal assistance if necessary to resolve incomplete close-out
With legal requirements and priorities.		If project is audited, responds to issues and ensures recipient complies with audit recommendations
		Other (list)
<b>Project Management/Administration:</b>		
Monitors recipient's activities and progress		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management:</b>
Reviews reports and deliverables and notifies recipient of comments		10%
Provides technical assistance to recipients		

## Part 3. Interagency Agreements Duties

<b>Pre-Agreement:</b>		Participates in decisions about project modification/termination
Plans and negotiates work effort		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Estimates costs		Inspects and accepts deliverables
Obtains funding commitments		Other (list)
Prepares commitment notice		
Writes or reviews scope of work		
Responds to pre-agreement inquiries		
Participates in pre-agreement conferences		<b>Close-out:</b>
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Reviews final report
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Decides on disbursement of equipment
Performs technical evaluation of work plan and budget		Reconciles payments with work performed
Prepares funding package and obtains necessary concurrences		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Other (list)		Certifies deliverables
		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements Management:</b>
Reviews progress reports/financial reports		
Monitors cost management and overall technical performance		%



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAshlp/Region: Region 4 Type of Action: \_\_\_\_\_ SF 52 Request No.: AP15-022

Position Title/Series/Grade: Environmental Engineer/Life or Physical Scientist/0819/1301/Grade 13

Full Performance Level (FPL) of Position: 13

(Risk designation is based on FPL)

Functional Title (If applicable): New Source Review Expert

(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: BV04A0013. (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |  |  |
|--|--|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc. —Moderate | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input type="checkbox"/> Grants Project Officer—Moderate                             | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input checked="" type="checkbox"/> Permit Writer—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist —Moderate  |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input type="checkbox"/> Remedial Project Manager—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                           |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |

3. Requires access to classified information or materials? ☐ Yes ☐ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: \_\_\_\_\_

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input type="checkbox"/> Personally identifiable information (e.g., address)                                  |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☐ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☐ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☐ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☐ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| <b>Communicates with:</b>   | <b>Communication methods:</b>   |
| <input type="checkbox"/> EPA personnel  | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA   | <input type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website   |
|   | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☐ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☐ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☐ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA Inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No  
Describe: \_\_\_\_\_

(b) (6)

Title

Date